

TASK BOOK FOR THE
Core Competencies / Skills Maintenance
For Annual Re-certification



Agency:

Year:

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S PRINTED NAME AND TITLE

EVALUATOR

DO NOT COMPETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR RE-CERTIFICATION

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE Core Competencies / Skills Maintenance for Annual Re-certification

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

has performed satisfactorily and should therefore be considered for re-certification .

FINAL EVALUATOR'S SIGNATURE AND DATE

FINAL EVALUATOR'S PRINTED NAME AND TITLE

AGENCY CERTIFICATION

I certify that _____

has met all the requirements for re-certification.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S PRINTED NAME AND TITLE

FIRE DEPARTMENT POSITION TASK BOOK

This Position Task Book (PTB) has been developed to document the required core competencies for firefighter re-certification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a department approved evaluator, will result in a recommendation to the Fire Chief (or designee) of the fire department that the firefighter be re-certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur in a classroom and/or drill field environment as applicable. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All statements within a task which require an action must be demonstrated before that task can be signed off.

RESPONSIBILITIES:

The Fire Chief or his/her designee may authorize personnel to sign and be an evaluator. Individuals **may not** sign off on themselves.

The Training Chief is normally the designated final evaluator and he/she will review each PTB completed with the Fire Chief or Designee.

The "Evaluator" **CANNOT teach and coach while he/she is evaluating.**

The **Firefighter** is responsible for:

- > Reviewing and understanding instructions in the PTB.
- > Identifying desired objectives/goals
- > Satisfactorily demonstrating completion of all tasks within one calendar year .
- > Assuring the Evaluation Record is complete.
- > Notify his/her "Company Officer/Leader" when the PTB is complete and providing a copy for his/her department records.

The **Evaluator** is responsible for:

- > Being qualified and proficient in the position being evaluated.
- > Reviewing tasks with the firefighter.
- > Explaining to the firefighter the evaluation procedures that will be utilized and which objectives may be obtained.
- > Identifying tasks to be performed during the evaluation period.
- > Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task.

The **Final Evaluator** is responsible for:

- > Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the firefighter is recommended for certification.

QUALIFICATION RECORD

Core Competencies / Skills Maintenance for Annual Re-certification

TASK	C O D E*	EVALUATION DATE:	EVALUATOR: Initial upon completion of task
<u>Introduction</u> The following are the approved core competencies / skills maintenance for annual FIREFIGHTER re-certification as approved by Georgia Firefighter Standards and Training Council. Each state certified firefighter must demonstrate proficiency in all of the following skills every year as part of the approved re-certification requirements.			
<u>1. Emergency Medical</u> 1-1 Perform the following procedures as defined in the Journal of the American Medical Association, Standards and Guidelines for Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care (ECC): (a) single rescuer CPR 1. Adult 2. Child 3. Infant (b) two rescuer CPR on an adult (c) management of an obstructed airway 1. Conscious and unconscious adult 2. Conscious and unconscious child 3. Conscious and unconscious infant (Note: Possession of a current health care provider CPR card issued through the American Heart Association or an equivalent card from other recognized institutions will meet the requirements of 1.1-1.)	O		
1-2 Demonstrate the use of a resuscitation mask in the performance of single and two rescuer CPR.	O		
1-3 Demonstrate a primary survey for life-threatening injuries.	O		
1-4 Demonstrate procedures for controlling external bleeding.	O		
1-5 Describe the principles of infection control and Universal blood and body fluid precautions.	O		
1-6 Demonstrate the use of, decontamination, disinfection, and disposal of personal protective equipment used for protection from infection.	O		
1-7 Describe characteristics and emergency medical care of thermal burns according to degree and severity.	O		
1-8 Describe symptoms and demonstrate emergency medical care for traumatic shock.	O		

*Code: O = task can be completed in any training situation (classroom, simulation, drill field, etc.)

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Core Competencies / Skills Maintenance for Annual Re-certification

TASK	C O D E*	EVALUATION DATE:	EVALUATOR: Initial upon completion of task
2. <u>General Skills</u>			
2-1 Demonstrate the donning and doffing of the following protective equipment: (a) helmet (with face shield) (b) hood (c) boots (d) gloves (e) protective coat (f) protective trousers (g) personal alert safety system (PASS) device	O		
2-2 Given the proper rope, tie an approved knot to be used for hoisting any selected forcible entry tool, pike pole/hook, ground ladder, and hose line.	O		
3. <u>Communications</u>			
3-1 Explain the procedures utilized by the Authority Having Jurisdiction for a citizen to report a fire or other emergency.	O		
3-2 Explain the procedures utilized by the Authority Having Jurisdiction for receiving an alarm from dispatch or a report of an emergency from the public, and demonstrate appropriate action.	O		
3-3 Define and demonstrate prescribed fire department radio procedures utilized by the Authority Having Jurisdiction including: (a) routine traffic (b) emergency traffic (c) emergency evacuation signals	O		
4. <u>Fire Ground Operations</u>			
4-1 Describe the uses and limitations of SCBA.	O		
4-2 Identify each component and safety feature of the SCBA.	O		
4-3 Demonstrate donning and doffing the SCBA while wearing protective clothing.	O		
4-4 Demonstrate the use of SCBA in conditions of restricted passage.	O		
4-5 Demonstrate the following emergency procedures to be used in the event of SCBA failure: (a) use of the emergency by-pass or purge valve (b) conservation of air to include maximizing the air capacity of a SCBA under work conditions.	O		

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4. <u>Fire Ground Operations</u>			
4-6 Demonstrate replacement of an expended cylinder on a SCBA assembly with a full cylinder.	O		
4-7 Simulate the forcible entry through commercial or residential doors, windows and locks to include: (a) in-swinging doors (b) out-swinging doors (c) checkrail (double-hung) windows	O		
4-8 Describe the elements of an accountability system and describe the application of the system at an incident.	O		
4-9 Demonstrate and describe procedures for action when trapped or disoriented in a fire situation or in a hostile environment.	O		
4-10 Carry, position, raise, and lower the following ground ladders: (a) single ladder (b) extension ladder (c) folding ladder	O		
4-11 Perform the procedures for controlling and / or extinguishing the following live fires: (a) pile / stacks of Class A combustible materials (b) vehicle fires (c) trash / dumpster containers (d) interior structure fire, to include the demonstration of the following methods of water application: (a) direct (b) indirect (c) combination <i>(In rare and specific cases, simulated procedures may be used to meet the requirements of the above objective. GFSTC strongly recommends that all attempts to meet the performance requirements be exhausted before simulating this critical objective.)</i>	I		
4-12 Climb the full length of a roof ladder, an extension ladder of at least 24' and an aerial apparatus (if applicable to the Authority Having Jurisdiction) and demonstrate: (a) carrying fire fighting tools or equipment while ascending and descending an approved ladder (b) bringing an "injured" person down an approved ladder	O		
4-13 Describe and demonstrate the removal of "injured" persons from an immediate hazard by the use of drags and/or carries.	O		

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I = task must be completed utilizing live-fire training evolutions (see footnote)

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4. <u>Fire Ground Operations</u>			
4-14 Demonstrate rescue procedures for the following, without compromising the rescuer's respiratory protection: (a) a firefighter with functioning respiratory protection (b) a firefighter without functioning respiratory protection (c) a civilian without respiratory protection	O		
4-15 Demonstrate primary and secondary search procedures under obscured visibility: (a) with a rope or hose line (b) without a rope or hose line	O		
4-16 Advance uncharged and charged hose lines of 1 1/2 inches or larger, from a source, given the necessary equipment and operating as a member of a team, for the following evolutions: (a) into a structure (b) up a ladder to an upper level	O		
4-17 Demonstrate operation of a charged hose line 1 1/2 inch or larger from a ground ladder.	O		
4-18 Identify the safety considerations and precautions to be taken in performing ventilation.	O		
4-19 Describe the advantages and disadvantages of the following types of ventilation: 1. Natural (a) vertical (b) horizontal (c) trench / strip 2. Forced (a) depressurization (negative pressure) (b) pressurization (positive pressure) (c) hydraulic	O		
4-20 Identify the signs, causes and effects of backdraft explosions.	O		
4-21 Identify methods of preventing a backdraft explosion.	O		
4-22 Describe breaking a window or door glass and removing obstructions.	O		
4-23 Describe the following conditions, explain their associated hazards and appropriate actions: (a) incipient fire (f) backdraft (b) rollover (c) smoldering fire (d) flashover (e) steady state burning	O		

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4. <u>Fire Ground Operations</u>			
4-24 Describe the process of thermal layering that occurs in structure fires and how to avoid disturbing the normal layering of heat.	O		
4-25 Demonstrate the deployment of a roof ladder and use hand or power tools to simulate the ventilation of both pitched and flat roofs.	O		
4-26 Demonstrate the procedures of working from ground or aerial ladders with tools and equipment.	O		
4-27 The student shall describe the procedures and safety precautions to follow while engaged in overhaul operations.	O		
4-28 Identify the purpose of salvage, and its value to the public and the fire department.	O		
4-29 Connect a supply hose to a hydrant, and fully open and close the hydrant. OR 4-30 Assemble and connect the equipment necessary for drafting from a static water supply source. (Note: The Authority Having Jurisdiction may choose which of the previous two objectives are more relevant for their specific needs and evaluate accordingly.)	O		
4-31 Extinguish an actual or simulated small fire in the growth stage using the appropriate portable fire extinguisher.	O		
4-32 Identify actions necessary to shut off utility services to a building.	O		
5. <u>Prevention, Preparedness and Maintenance</u>			
5-1 The student shall identify common fire hazards and make recommendations for the correction of such hazards.	O		
5-2 Demonstrate that the SCBA is in a safe condition for immediate use.	O		
5-3 Describe routine maintenance and documentation for SCBA, including inspection, cleaning, sanitizing, and cylinder recharging.	O		

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6. <u>Organizational</u> 6-1 Describe the responsibilities of a firefighter within the Occupational Health and Safety policy adopted by the Authority Having Jurisdiction and NFPA 1500, Standard on Fire Department Occupational Safety and Health. 1. Describe the role of the firefighter in meeting the requirements of the local authority regarding its safety and health program. 2. Identify the firefighter's responsibility as required by NFPA 1500 regarding the following areas: (a) the department's health and safety program (b) training and education requirements (c) driving fire apparatus (d) riding fire apparatus (e) inspection and use of portable equipment (f) protective clothing (g) SCBA (h) PASS alarms	O		

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